

Initial Resident Agreement Criteria

1	An Assisted Living facility shall enter into a written resident agreement with each prospective resident prior to admission to the facility
2	The agreement shall be signed and dated by a facility representative
3	The agreement shall be signed and dated by the prospective resident or their legal representative
4	The facility shall provide the prospective resident or their legal representative a copy of the agreement and shall explain the agreement to them
5	The agreement shall be kept in the resident file

Requirements To Be Included in the Resident Agreement for Assisted Living Facilities

1	Criteria for requiring transfer or discharge of the resident to another level of care;
2	A statement explaining the availability of skilled nursing or other professional services from a third party provider to a resident in the facility
3	The extent that specific assistance will be provided by the facility as specified in the resident service plan
4	A statement explaining the resident's responsibilities including but not limited to: -House Rules -Facility grievance policy -Facility smoking policy -Policies regarding pets
5	A listing of specific charges to be incurred for: -The residents care -Frequency of payment -Facility rules relating to nonpayment of services -Security deposits, if any are required
6	A statement of all charges, fines, penalties or late fees that shall be assessed against the resident
7	A statement that the agreed upon facility rate shall not be changed unless 30 day advance written notice is given to the resident and/or their legal representative
8	An explanation of the policy for -refunding payment in the event of the resident's absence, discharge or transfer from the facility -refunding security deposits

Changes in the Resident Agreement for Assisted Living Facilities

If	When there are changes in: -services -financial arrangements -requirements governing the resident's conduct and care
Then	A new resident/provider agreement must be executed or the original agreement must be updated by addendum and signed and dated by the resident or their representative and by the facility representative.
	A copy of the changes must be provided to the resident or their legal representative. The original shall be kept in the resident file.